

DEPARTMENT OF HEALTH SERVICES

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March 23, 1998

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TCM/MAA



PPL No. 98-008

All County Medi-Cal Administrative Activities (MAA)/
Targeted Case Management (TCM) Coordinators and
Advisory Committee Members

ADOLESCENT FAMILY LIFE PROGRAM (AFLP)

The purpose of this letter is to provide clarification to all Local Governmental Agencies (LGAs) as to when AFLP administrative activities and/or case management services are claimable under the MAA/TCM program.

In 1985, the AFLP was created to bring pregnant and parenting teenagers into programs that provide services of continuous prenatal care in order to deliver healthy babies, e.g., establishing networks within regions to provide pregnant and parenting teens and their children with necessary services, a continuous case manager to each family unit and maintaining a data base to measure outcomes of adolescent pregnancies, which may include administrative activities and/or case management services. The AFLP also includes the Adolescent Sibling Pregnancy Prevention Program (ASPPP) which was created to provide case management services to non-pregnant, non-parenting siblings of AFLP clients. AFLP is funded by federal (Title V of the federal Social Security Act) and/or State General Funds. These funds are disbursed contractually to approved LGAs throughout the State.

If persons who provide administrative activities and/or case management services *solely* to clients enrolled in AFLP are in a separate budget unit, such that their costs can be isolated, and the program funding *fully supports* their administrative activities and/or case management services, these persons do not need to participate in the MAA/TCM time survey. However, LGAs may incur costs above and beyond AFLP revenues because available funds do not fully support the administrative activities and/or case management services provided. These unreimbursed costs may be claimed to the MAA/TCM program if county general funds and/or other permissible funding sources were not previously used as match for Federal Financial Participation (FFP). To clarify the criteria used to determine funds eligible as match for FFP, please refer to Policy and Procedure Letter (PPL) No. 98-004.

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If unreimbursed AFLP costs are claimed to the MAA/TCM program, LGAs must ensure that cost and revenue data are supported by appropriate documentation. LGAs must also ensure that the costs associated with administrative activities and/or case management services provided to clients enrolled in the AFLP are not claimed in duplicate through the MAA/TCM program. If AFLP costs are not isolated or fully supported, LGAs must ensure persons who provide administrative activities and/or case management services participate in the MAA/TCM time survey. The time survey result will capture the time spent and allow the LGA to allocate costs in the MAA Invoice and/or TCM cost report.

If unreimbursed AFLP costs related to AFLP case management services are claimed to the TCM program, the AFLP revenue source must be disclosed on Worksheet B, "Revenue Adjustments" of the TCM cost report and be analyzed to ascertain if a portion of the revenue received is related to TCM services. These costs are then incorporated into and subsequently offset on the TCM cost report, Worksheet A, Line 18, "Less Revenue Adjustment." Please refer to PPL No. 96-005 for additional information on the reporting of categorical program revenues and TCM encounter data. If unreimbursed costs related to AFLP administrative activities are claimed to the MAA program, AFLP revenue must be similarly offset on the MAA Invoice.

This methodology and subsequent calculations must be documented and retained by each LGA to support the costs contained in the MAA invoice and TCM cost report. LGAs that participate in the AFLP and claim to the MAA/TCM program unreimbursed costs associated with allowable administrative activities and/or case management services must meet the requirements, as stated above.

If you have any questions regarding this policy clarification, please contact the Administrative Claiming Unit analyst assigned to your LGA.

Sincerely,



Janet Wilson, Acting Chief
Medi-Cal Benefits Branch

Targeted Case Management: X
Medi-Cal Administrative Activities: X
Policy Effective Date:
Policy Reference: PPL No. 96-005, 98-004

cc: See next page.

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